

Retention and Classification Report

Agency: Department of Transportation. Administrative Services.
Procurement Section (2428)
4501 South 2700 West
Salt Lake City, UT 84119-5998
96-4433

Records Officer Paul Kikuchi

83722 Inventory stock and stores
83731 Inventory stock and stores microfiche

AGENCY: Department of Transportation. Administrative Services. Procurement Section

SERIES: 83722

3

TITLE: Inventory stock and stores

DATES: 1980-

ARRANGEMENT: Numerical by district, thereunder chronological

DESCRIPTION:

This report is generated and distributed to the Procurement division. It is a single data entry report that goes out to make sure the quantity required is available and makes the office aware of the need to re-order items. Includes such information as account number, task, charge identification, originator, batch information, issue code, date, location, materials identification, batch header, firms account coding, and there is an area for error messages. This report includes information on whether an item is available, and where it comes from. The information comes off of the Maintenance Time Sheet in summary form. It reports only the issues and the information feeds other systems.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

AGENCY: Department of Transportation. Administrative Services. Procurement
Section

SERIES: 83722

TITLE: Inventory stock and stores

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Transportation. Administrative Services. Procurement Section

SERIES: 83731

3

TITLE: Inventory stock and stores microfiche

DATES: 1980-

ARRANGEMENT: Numerical by location, thereunder by material identifier
DESCRIPTION:

This is a record of purchases and issues that go through the department's Walker system and interface purchases and disbursements through FIRMS on a tape. This is only copy. The information includes date, account (identifier), location, quantity, code (corresponds with inventory transactions), material identification, document number, and a debit and credit field. Disbursements list a debit and credit. Issues only list a debit.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 03/1989

FORMAT MANAGEMENT:

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